



## **SLM Intensive Workshop, Spring 2012**

### **Leadership & Management Essentials**

In-person, 3-day workshop, offered every two years in 7 locations. The program will run from Monday – Wednesday, with attendees arriving for hotel stays (if necessary) on Sunday night.

#### **Leadership**

**6.5 hours**

##### **Schedule:**

8:45am registration  
9:00am start content  
11:30am break for lunch  
12:45pm restart workshop, afternoon content  
5:00pm end workshop

*Main content sections: Understanding city/county government, library vision/mission, building relationships and communication*

##### **Monday contents, participants will:**

- Understand what it means to be a leader and how this differs from management
- Understand the library's governing structure, the powers of its board, its relationship to other government levels and community organizations and their role within that ecosystem
- Develop and promulgate a vision for library services
- Learn how to build effective relationships with members of the library board, staff, and community
- Conduct effective meetings
- Make effective verbal presentations and produce concise and effective written communication

Develop activities around: leadership styles and presenting to stakeholders

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#### **Management**

**6.5 hours**

##### **Schedule:**

8:45am arrival time  
9:00am start content  
11:30am break for lunch  
12:45pm arrive back from lunch  
1:00pm restart workshop, afternoon content  
5:00pm end workshop

*Main content sections: Management responsibilities, HR issues and overall library policies & procedures*

##### **Tuesday content, participants will:**

- Become aware of the primary responsibilities of a library manager
- Learn about management styles and determine their own style
- Know the difference between policy and procedure creation and understand the importance of having approved policies in place.
- Develop a greater understanding of key aspects of human resources issues within a library such as hiring, retaining, firing and performance evaluation of employees and volunteers.
- Comply with relevant state and federal laws pertaining to employment and personnel

Develop activities around: management styles and giving employee feedback

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## **Management 2**

**6 hours**

### **Schedule:**

8:45am arrival time

9:00am start content

Noon - working lunch

3:00pm end

*Main content sections: Budgeting& Planning*

### **Wednesday content, participants will:**

- Implement accepted accounting practices and procedures, complying with state, local, and federal audit requirements
- Develop, justify, negotiate, administer, and evaluate a budget, understanding the role of the board and other officials in these processes
- Apply appropriate processes to purchasing services and products
- Develop, implement, and evaluate short and long-range plans, with measurable objectives, based on community analysis, library information, and stakeholder involvement

Develop activities around: planning